

MEMORANDUM FOR: Director of Personnel

SUBJECT : Improvement in Supervision

In response to your request at the staff meeting of 14 November 1963 for topics of possible use in the new series of supervision lectures, we have outlined the following:

I. Off-Job Problems

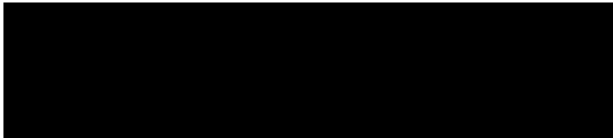
- A. Monetary
- B. Marital or family
- C. Agency security requirements - (anonymity and silence)
- D. Health (wife or family member)

II. On-Job Problems

- A. Performance
 - 1. Health
 - 2. Communications (up and down)
 - 3. Training (on job)
 - 4. Praise and constructive criticism
 - 5. Working environment
 - 6. Space (physical separation, etc.)
 - 7. Transportation (overtime - Saturdays, etc.)
 - 8. Integration
 - 9. Compartmentation
- B. Development
 - 1. Training (on job and external)
 - 2. Availability of publications, trade literature and working aids
 - 3. Personal interest and encouragement of supervisors
 - 4. Complete resume to supervisor of formal education, tests, training courses and demonstrated weaknesses.

In the interest of brevity the topics here have been listed above in outline form. However, to illustrate what we have in mind on some

of these points, there are attached a few paragraphs on selected topics.



Chief, Contract Personnel Division

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Attachments:
as stated